



## **REGISTERED NURSE**

**Class Code: 8165 – Exam Code: 9PB42**

<b>Department(s):</b>	California Department of Human Resources State Personnel Board Department of Education Department of Veterans Affairs Department of Developmental Services
<b>Opening Date:</b>	3/16/2010 1:04:00 PM
<b>Closing Date:</b>	Continuous
<b>Cut-off Date:</b>	2/22/2015
<b>Type of Recruitment:</b>	MULTI-DEPARTMENTAL OPEN
<b>Salary:</b>	MONTHLY-RANGED-SALARY - \$3,878.33 to \$8,271.00
<b>Employment Type:</b>	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
<b>Exam Type:</b>	State-wide

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### **EEO**

An equal opportunity employer to all regardless of race, color, religion, sex, gender identification, or expression, national origin, age, ancestry, disability, marital status, political affiliation, sexual orientation, or genetic information.

### **DRUG FREE STATEMENT**

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

### **WHO SHOULD APPLY?**

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Qualifications Assessment at any time.

**Once you have taken the Qualifications Assessment, you may not retake it for nine (9) months.**

## FILING INSTRUCTIONS

**Final File Date:** Continuous

**Where to Apply:** Click the link at the bottom of this bulletin.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the State Personnel Board, Examinations Unit at (866) 844-8671, TTY (916) 654-6336, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones, or at (800) 735-2922 from voice phones.

## SALARY INFORMATION

A \$4,654.00 - \$6,041.00    [047](#)   [231](#)   [437](#)  
B \$4,932.00 - \$6,426.00  
C \$5,064.00 - \$6,582.00  
D \$5,367.00 - \$7,008.00  
F \$3,878.33 - \$5,034.17  
G \$4,110.00 - \$5,355.00  
S \$5,604.00 - \$8,271.00  
T \$6,938.00 - \$8,271.00

To review the criteria for each salary range you may click on the links (047, 231, and 437) noted above.

## ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the State Personnel Board for use by Department of Education, Department of Veterans Affairs, and Department of Developmental Services. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date.

**Eligibility expires 12 months after it is established.** Once you have taken the Qualifications Assessment, you are eligible to retest in 9 (nine) months.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination announcement.

## MINIMUM QUALIFICATIONS

Require possession of the legal requirements to practice as a professional Registered Nurse in California.

(Applicants who are in the process of securing approval of their qualifications by the California Board of Registered Nurses will be admitted to the examination,

but they must possess all legal requirements as determined by that Board before they will be considered eligible for appointment.)

## **POSITION DESCRIPTION**

Registered Nurse is the entry and journey level. Under general supervision, incumbents administer nursing care to patients/clients of a State facility, which may include a clinical setting or a special treatment area where specialized nursing work may be required; assist in planning and evaluating nursing care of assigned patients/clients; assist in directing, supervising, and training other nursing service personnel, inmates, and client help; relieve supervisor as required; and perform other related duties. In addition, at the journey level, incumbents may provide direction to unit or clinic personnel in general or specialized nursing work; provide for continuity of client care with nursing personnel of other shifts; may be responsible for directing the work of an eight-hour shift of an organized nursing unit; and relieve supervisor as required.

## **EXAMINATION INFORMATION**

Online Qualifications Assessment - Weighted 100%

This examination will consist of a Qualifications Assessment, which is the sole component of the Registered Nurse examination. To obtain a position on the eligible list, a minimum score of 70% must be attained. An applicant will receive his/her score upon completion of the Qualifications Assessment.

[Click here to preview the Qualifications Assessment.](#)

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis on the Qualifications Assessment will be on measuring competitively, relative to job demands, each competitor's Knowledge and Abilities, as stated on this bulletin.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

1. Process, methods, recent developments, and professional standards in nursing to manage conditions and practice preventive nursing care.
2. Nutrition terminologies used in the assessment, care, and treatment of patients to facilitate good health.
3. Mental disorders and developmental disabilities to understand patient's condition.
4. Communicable and infectious diseases to assist in preventing the spread of diseases.
5. Facility equipment and routines used in the assessment, care, and treatment of patients to provide optimal care.
6. Proper administration or delivery of medications used in the care and treatment of patients to ensure safety.
7. Accepted standards of care and practice to ensure adherence to statutes.
8. Medicines and narcotics used in the care and treatment of patients to ensure patient safety.

9. Patient's individual rights within regulatory guidelines.
10. Interviewing techniques used in the assessment, care, and treatment of patients to ensure appropriate information is gathered.
11. Mathematical conversions (e.g., milligrams to grams) for accurate medication dosage computations.
12. Human anatomy and physiology used in the assessment, care and treatment of patients.

**Ability to:**

1. Write treatment and care plans.
2. Assess patients to identify normal and abnormal physical findings.
3. Review laboratory values and other diagnostic test results to determine their significance and guide subsequent nursing plans of the patient.
4. Apply nursing principles and techniques in the assessment and treatment of patients to ensure optimal care.
5. Evaluate and record patient's vital signs, symptoms, and diagnostic tests to ensure accuracy of patient files.
6. Lead and motivate patients to maximize their capabilities and participate in their treatment.
7. Plan, organize, and direct the work of others to promote standard patient care.
8. Work independently on projects or assignments without close supervision or detailed instructions to maximize workplace productivity.
9. Prioritize assignments and projects to ensure completion within established timeframes and by expected deadlines.
10. Listen to others to facilitate an open exchange of ideas and provide for effective communication.
11. Maintain confidentiality to ensure compliance with the applicable laws related to patient privacy.
12. Admit patients to a facility in a professional and tactful manner while following the established process (e.g., review reports, physical assessment, initial care plan, orientation) on an ongoing basis.
13. Communicate with diplomacy and tact when dealing with the needs, problems and/or concerns of patients to foster productive relationships.
14. Use proper grammar, punctuation, and spelling during the preparation of written reports, records, and other documents to ensure information is clearly presented and understood by others.
15. Provide clear and accurate verbal instructions and directions to individuals with various levels of technical expertise.
16. Communicate effectively in writing in a professional manner.
17. Read and comprehend written materials (e.g. references, summaries, memos, letters) in order to apply information and determine an appropriate course of action.
18. Prepare reports and maintain records to ensure efficiency and accuracy of patient care.
19. Perform basic mathematical computations (e.g., addition, subtraction, multiplication, division, ratios, percentages) to calculate medication doses and other duties as needed.
20. Respond to emergency situations to ensure safety and prompt and appropriate care is administered.

21. Analyze and evaluate situations accurately and thoroughly to determine and implement effective, appropriate courses of action.
22. Use proper lifting methods to assist in nursing care.
23. Perform a variety of physical activities (e.g., pushing, pulling, bending, squatting, grabbing, carrying, walking, standing) to assist in the delivery of nursing care.
24. Operate facility equipment effectively in order to complete various work tasks.

**Skill to:**

1. Handwrite legibly so that others can read and understand what is written

## **BENEFITS**

Employer/employee paid health and dental insurance  
Employer paid vision insurance  
Paid Vacation/Sick/Annual Leave Benefits  
14 paid holidays  
Employer paid disability insurance  
Defined Benefit Retirement Program (upon vesting)  
Employee paid deferred compensation program (401K and 457)  
Flexible work schedules and work hours  
Pre-tax reimbursement for medical care, child care and parking programs  
Employee Assistance Program  
Career development/professional advancement

To learn more about the comprehensive benefit package please visit our website at: [www.calpers.ca.gov](http://www.calpers.ca.gov)

## **VETERANS' PREFERENCE POINTS**

Veterans' Preference Points will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

## **CAREER CREDITS**

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## **DISTINGUISHING CHARACTERISTICS**

### **SPECIAL PERSONAL CHARACTERISTICS**

Must possess aptitude for and willingness to work with clients in a State facility; emotional stability; sensitivity to the needs of clients; patience; tact; alertness; and keenness of observation.

## **ADDITIONAL DESIRABLE QUALIFICATIONS**

Proficiency in the use of American Sign Language.

## CONTACT INFORMATION

California Department of Human Resources (CalHR)

Attn: Examination Services

1515 "S" Street, North Bldg., Suite 400

Sacramento, CA 95811

1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and it is reachable only from phones equipped with a TTY Device.

## SPECIAL REQUIREMENTS

### DRUG TESTING REQUIREMENT

Departments of Mental Health and Developmental Services only. Applicants for positions in these classes are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

## GENERAL INFORMATION

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), State Personnel Board offices, local offices of the Employment Development Department.

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification <link to class spec>.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference Points:** California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation> and the Department of Veterans Affairs.

## TAKING THE EXAM

**When you click the link below, you will be directed to the Qualifications Assessment. At the end of the Qualifications Assessment, it will be instantly scored upon your request.**

**[Click here to go to the Qualifications Assessment for Registered Nurse.](#)**